

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Synopsis of First Quarter FY 1988 Activities

FROM:

C/FMD/OL  
3E14 Hqs

EXTENSION

NO.

OL 10010-88

DATE

14 January 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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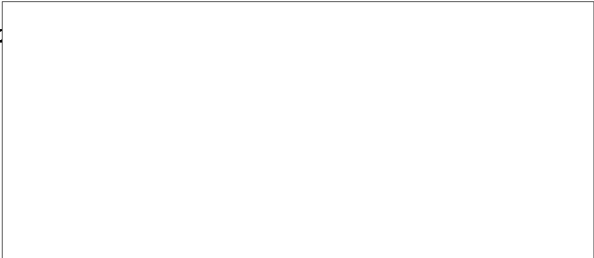
14 January 1988

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

25X1 FROM:

  
Chief, Facilities Management Division, OL

SUBJECT: Synopsis of First Quarter FY 1988 Activities

25X1 Attached is the synopsis of FMD's first quarter FY 1988 activities. If you have any questions or need additional information, please contact 

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FIRST QUARTER FY 1988 ACTIVITIES  
FACILITIES MANAGEMENT DIVISION

HEADQUARTERS CONSOLIDATION STAFF (HCS)

1. Completed Master Plan for HCS program.
2. Initiated design for 43,000 sq. ft. of Office of Imagery Analysis (OIA) space in Original Headquarters Building (OHB).
3. Upgrade of electric vault D started with completion date anticipated in August.
4. Completed 30 percent review of the design for a new medium voltage distribution system.
5. With 6-month slip in occupying New Headquarters Building (NHB), the OHB construction program was modified to allow FY 88 focus on utility upgrade and safety systems design and construction.

CONFIGURATION MANAGEMENT STAFF (CMS)

6. CMS activities were centered around monitoring changes in the Washington Metropolitan Area (WMA) occupancy of Agency buildings and changes in the configuration of buildings already placed or to be placed under CM control. Throughout the period the staff continued to monitor Logistics work requests (Form 2620) to detect those renovations to controlled areas under CM control via baseline documents.

25X1 7. The staff also continued to collect data and develop  
25X1 baseline statements about new facilities so that [redacted]  
[redacted] NHB may be placed under CM  
control during 1988. Included in this effort the staff is  
developing a CADD technology based "as built" record system with  
linkage to the WMA baseline documentation.

25X1 8. The Facilities Management Board (FMB) met once during the  
quarter. At the 12 November meeting, RFC's to update space  
occupancy changes in [redacted]  
buildings were approved by the Board. Also approved at this  
meeting was an RFC to change the space occupancy assignment of  
telephone switching equipment rooms to the non-reassignable other  
class, and an RFC to the OHB baseline document to introduce an  
additional antenna detected on the south penthouse roof by CMS.

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25X1 At this meeting the FMB membership was reminded of overdue action items preventing the publication of facility baseline documents for the New Headquarters Building and for [REDACTED]

9. Good progress was made to add to the CADD memory all WMA building plans and space allocation notes to the branch level. This effort will provide up-to-date thumbnail plans for space planners and is coordinated with the CRAMS reports. Continuous support was given to C/HCS/FMD and the Logistics Space Task Force by analyzing space requirements and recommending solutions.

10. Master planning for cafeteria and credit union expansion was completed last May 1987, surveys made in the last quarter of FY 87, and schematic plans and budget estimates completed early in December 1987. The project design effort is on schedule and the cost estimates were reworked to bring the project budget under the limits set by DDA guidance.

#### INTEGRATED LOGISTICS SUPPORT PROGRAM (ILSP)

11. Began biweekly meetings of the ILSP working group; revalidated membership; published a Headquarters Notice of membership and functions, and a Charter; began monthly status update briefings for the DDA.

12. Completed and obtained customer approval for floor plans for OSWR and OTS. Will finalize OEA and NESA by mid-January.

13. Completed fit-up of 1st, 2nd, and 3rd floor OTS space, and 3rd, 4th, and 5th floor OSWR space. Completed A&E work for OTS laboratory renovations (cost, \$125K). Submitted design for bids (estimated cost, \$450K). Renovation work to be complete in March.

14. Completed draft of NHB Employee Move Handbook. Will print final version in January if NHB room numbers are resolved.

#### OPERATIONS

15. Allied issued a total of 17 work authorizations for maintenance/alteration & renovation projects on the headquarters compound. Of this total, the contractor assigned 9 projects to in-house forces (\$348,317), subcontracted 8 projects (\$166,670). The Maintenance Branch contracted ten construction projects for a total of \$669,000. In summary, 9 projects were assigned to in-house forces and 18 projects were contracted for a total of 27 projects.

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16. The number of projects that exceeded \$50,000 are as follows:

<u>Description</u>	<u>Amount</u>
Carpet Installation, 1D40	\$ 61,065
Auditorium Upgrade	118,874
Power & Commo outlets, NHB	348,317
Renovation room 0G038, NHB	64,459
Renovation OTS space, NHB	<u>450,000</u>
	\$1,042,715

17. Approximately 394,282 square feet of space was under varying degrees of renovation, repair, maintenance, and construction.

18. The average daily requirement for escorts was 256 as compared to 149 supplied. The average shortage was 110.

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21. PCB leak: As a result of a compound 17 November quarterly inspection of PCB transformers, a transformer that feeds the Hammermill was found leaking. Approximately 150 gallons of Askeral type cooling fluid had leaked into the soil. Following the discovery a general cleanup was initiated which is still ongoing. To date 6 truck loads of contaminated soil (127 tons) has been removed. The project has cost approximately \$250,000, and we anticipate it should be completed by the middle of January.

22. Grommet installation New Bldg: FMD/ILSP and Kane movers were tasked to redrill the grommet locations in the NHB to match the new office layouts for phone and electrical requirements. Approximately 650 holes have been drilled in the new building North Tower on floors 1 through 3 NE & NW, 4 NE, and 5 NE & NW quadrants. Work was also started on the layout of the 6th floor for drilling. The electrical has about been completed on the 3rd, 4th and 5th floors of the North tower.

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23. Domestic water survey: The Engineering Branch participated in a vulnerability assessment of our domestic water supply. The evaluation was triggered by the break in the main city water line on 12 November 1987, which caused significant water pressure problems within the compound. The Engineering Branch had determined from an evaluation in June 1987 that the existing water tower tank is undersized for the expanded facility, and a new water tank is needed. The study concluded that the new tank should hold 1,000,000 gallons and would cost approximately \$1,600,000.

24. Central Plant boiler system: With the removal of MCI from the central plant, the Engineering Branch accepted responsibility to repair the damage to the boilers caused by MCI and complete their unfinished work. The Engineering Branch is currently in the process of defining the scope of work and working with Allied to select a suitable contractor to complete the job. The contact should be initiated later part of January or early February.

25. Computerized electrical information program: The Engineering Branch accomplished loading electrical information on all the electrical panels in the OHB and the NHB into a computerized program that models the OHB and NHB electrical distribution systems. The program has been specially formatted for Agency use and is currently being successfully used. Once the entire compound electrical system has been loaded on the program, the Agency will be utilizing a state of the art electrical distribution program that will be unequalled in the country.

#### SERVICES

25X1 26. The FBIS relocation from Key Building [redacted] was completed in October.

27. Operation Santa Claus netted 20 percent more contributions than last year. Santa was thankful because he said the need has increased dramatically over last year.

[redacted]

25X1 30. Move support was provided for [redacted]

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33. Printing and Photography Division continued to request special service for the delivery of maps to the Map Library at [redacted] Five special trips, involving 17 man-hours, were made to deliver skids of map materials.

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34. Nine employees left M&CB, either through reassignments or resignations and their departures have left M&CB's workforce at [redacted] The services of four Ogden-Allied employees continue to be used in order to augment the workforce. In December, vacancy announcements for GS-5, GS-6, and one GS-7 courier position were circulated Agency-wide.

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35. M&CB's courier service was expanded to accommodate requests from the DCI and CPAS. In response to a memo from CPAS, M&CB began delivering the National Intelligence Daily (NID) Report to Mr. Alan Greenspan at the Federal Reserve Board. In October, M&CB began picking up and delivering the Los Angeles Times to the Director of Central Intelligence.

#### GENERAL

37. Project officers handled two special functions - the DCI STIC & WSSIC symposium on 4 & 5 November and the Federal Women's Program on 14 October.

38. FAC Exhibit Hall: The Interior Design Staff displayed an Employee Craft Show, Employee Art Show, and the Growth of the United States COMSEC, 1900-1945.

39. The Interior Design Consultant traveled to the Houston, Texas, studio of Lawrence Ludtke to inspect and approve the six foot model for the life six bronze statue of General Donovan. The statue was commissioned at the request of former DCI Casey.

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40. A star and the name of William f. Buckley were added to the Memorial Wall and Book of Honor in the Headquarters lobby.

41. Creative Sign service of College Park, Maryland, completed the sign design for NHB room numbers and corridor letters.

42. The Fine Arts commission participated in the GSA Art in architecture program selection of six possible artists to create public area art in the New Headquarters Building.

43. The Fine Arts commission accepted the gift of Hexagon, a painting by Hilary Hynes, from an employee for permanent display in the auditorium lobby.

#### STATISTICS

44. Mail & Courier Branch

1st Qtr  
FY 87

1st Qtr  
FY 88

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